

## Montana SHRAB Launches Student Archivist Project

With grant funding provided by the National Historical Publications and Records Commission, the Montana SHRAB launched a new traveling archivist project this summer! Heritage institutions from across the state and students from Western Washington University applied this spring to participate in the exciting new project. The Beaverhead County Museum was awarded the scholarship, as was Caitlan Maxwell, a recent graduate of Western Washington University Archives and Records Management Program. From July 6 to August 21, Ms. Maxwell worked with the director of the Beaverhead County Museum, Bette Hull, and her enthusiastic staff to inventory the archival collections and set up some policies and procedures for accessioning, processing and providing access to their rich collection.

### Intern shares her thoughts and experiences:

Excerpts from final report by Caitlan Maxwell, Student Archivist 2009:

The Montana SHRAB traveling student archivist project has been a great professional experience for me. I spent seven weeks working with the volunteers and staff at the Beaverhead County Museum (BCM) in Dillon MT to gain intellectual and physical control over their archives materials. Before arriving in Dillon, I received a week of training at the Montana Historical Society (MHS). The guidelines, forms, and general information on archives work... received from MHS were invaluable to my work.

*continued on page 2*

### *Upcoming Events and Conferences*

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|----------------------|--|
| October 15-17, 2009  | Great Falls, Montana, <b>Montana History Conference includes SHRAB sponsored preservation workshop</b> |
| October 19-22, 2009  | Portland, Oregon, <b>National Tribal Archives, Library and Museums Conference</b>                      |
| March 11-13, 2010    | Butte, Montana, <b>Museums Association of Montana Annual Conference</b>                                |
| April 28-May 1, 2010 | Bozeman, Montana, <b>Montana Library Association Annual Meeting</b>                                    |
| April 7-10, 2010     | Washington D.C. SAA, CoSA, <b>NAGARA Joint Annual Meeting</b>  |

During my seven weeks, I physically separated the archives collections from the library and reference materials and consolidated them together. I also created a comprehensive inventory and instructions and forms for the museum to use in managing their archives collections. I also conducted training with the museum director and volunteers on archival processes and how to access materials using the comprehensive inventory.

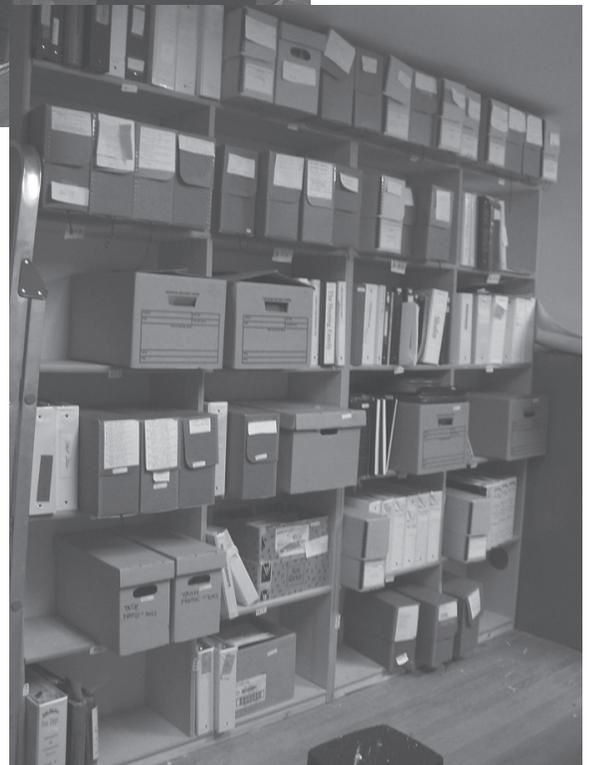


I consider my time at the Beaverhead County Museum a very positive experience because the director and the volunteers were enthusiastic....and willing to help me with my work. The volunteers got exposed to archival work by helping me, and will now be able to train each other and any new volunteers about various aspects of managing the archives collections at the museum.

**We hope to continue the project next summer:**

With the success of this project this summer, the Montana SHRAB will apply for additional funding next summer. Be on the lookout for application forms next spring. We will also do a special mailing.

Thank you to Bette Hull and the staff and volunteers at the Beaverhead County Museum for being such great hosts!



**Beaverhead County Museum Research room before and after work by student archivist.**

**Board Members**

- Jodi Allison-Bunnell, Missoula
- Faith Bad Bear-Bartlett, Crow Agency
- Peggy Gow, Deer Lodge
- Jodie Foley, Helena
- Donna McCrea, Missoula
- Sami Pierson, Libby
- Kim Allen Scott, Bozeman

## Montana SHRAB to offer Workshop

The Montana SHRAB will be hosting a workshop entitled *Preservation and Conservation of Archival Collections* as part of the annual Montana History Conference, to be held in Great Falls. This pre-conference workshop is set for October 15, 8:30-4:30 at the Holiday Inn in Great Falls (<http://www.holidayinn.com>). Attendees will learn techniques for identifying and prioritizing preservation issues within their paper-based collections; how to deal with specific types of damage (including dry and brittle paper, mold damage, staining, torn items, cracked/rolled documents); and how to establish handling and storage policies to limit or stop further damage. Attendees will also learn how to determine when professional conservation work is required and where to turn for help. The instructor will provide extensive handouts and a resource list. The workshop is suitable for anyone who finds themselves responsible for the handling and care of paper-based archival collections. There is no fee for the workshop, which is made possible through funding provided by the National Historical Publications and Records Commission (NHPRC). For more information contact Jodie Foley at 444-7482, [jofoley@mt.gov](mailto:jofoley@mt.gov) or register online <http://mhs.mt.gov/museum/historyconference2009.asp>

## Montana Historical Society Receives Newspaper Digitization Grant

The Montana Historical Society is pleased to announce the receipt of a National Digital Newspaper Program grant from the National Endowment for the Humanities to digitize and make publicly accessible 50,000 pages from Montana's newspapers.

Launched in 2005, the National Digital Newspaper Program (NDNP) is a partnership between the National Endowment for the Humanities (NEH) and the Library of Congress to provide enhanced access to United States newspapers.

NDNP represents a major effort to digitize millions of microfilmed pages of historically significant newspapers and make them available in a searchable online database. Through NDNP, NEH intends to fund the digitization of historically significant newspapers from all 50 states and U.S. territories published between 1836 and 1922. Currently NDNP has 22 state partners.

In 2007, NEH and the Library of Congress unveiled the program's Web resource, *Chronicling America*. Maintained by the Library of Congress, *Chronicling America* (<http://chroniclingamerica.loc.gov/>) is a searchable online database that currently contains more than one million pages published between 1880 and 1922 from 11 states and the District of Columbia, and represents the news from more than 75 different cities and towns across the nation.

The Montana Historical Society, with assistance from librarians, archivists, and journalists from around the state, will identify historically significant newspapers published in Montana between 1860 and 1922 and then select a date range from the newspapers to digitize. These pages will be added to the *Chronicling America* Web site. The project will occur over the next two years.

For additional information, please contact Molly Kruckenberg at [mkruckenberg@mt.gov](mailto:mkruckenberg@mt.gov) or 406-444-4787.



# OCTOBER IS AMERICAN ARCHIVES MONTH!

**October is American Archives Month; the time of year archivists have set aside to really promote the great work we do! Here are some great resources available online to help you celebrate:**

- *American Archives Month Public Relations Kit* is now available on the Society of American Archivists website ([www.archivists.org](http://www.archivists.org)). The kit contains articles on developing a communications plan, ideas for implementing Archives Month Celebrations, and a free poster to hang proudly.
- SAA has developed the “**Visitors2Archives**” survey to gather information about the impact of archives. This survey is being undertaken as part of the American Archives Month initiative on SAA website
- **MAKE AN IMPACT! CONTEST** invites archives to submit nominations for the best poster, the best archives week campaign, or best idea to promote archives. The winners will be announced in December. See [www.archivists.org](http://www.archivists.org) to submit nominations and vote!
- **Archive Month Posters displayed online** The Council of State Archivists displays all state posters created to celebrate Archives Month. Montana’s posters can be seen at <http://www.statearchivists.org/archivesmonth/AAM-posters.htm#mt>. The newest poster will be online in October!

*...and some great ideas on ways to celebrate:*

- Feature Archives Month exhibits and activities on your website
- Schedule an open house and provide behind-the-scenes tours of your facility, highlighting materials that relate to the year’s theme.
- Coordinate Archives Month activities with an appropriate existing local celebration or event. Examples: Art Walk, lecture series, etc.
- Sponsor or co-sponsor Family History Day, possibly in cooperation with local genealogical societies and museums.
- Organize a children’s activity around photographs or documents relating to youth.
- Organize guided tours of historic houses and business buildings, with special emphasis on how the use of archives provided information about the history of the buildings.
- Arrange a “What do archivists do?” program demonstrating the steps that Archivists take to make records available to the public.
- Produce a brochure or map for a walking/driving tour of archival resources in your city or county.

## 2009 MONTANA SHRAB PROFESSIONAL DEVELOPMENT SCHOLARSHIP

The Montana State Historical Records Advisory Board (SHRAB) is pleased to announce the continued availability of scholarships of up to \$1,000 to paid and volunteer staff of Montana's cultural heritage institutions to attend training, educational workshops, or courses on topics related to the management and/or preservation of historical records. Each scholarship may cover registration fees, travel costs, lodging and per diem (for food). Funding may also be used to bring recognized experts into an institution for consultation related to the management, accessibility, or preservation of the historical records in its care. The scholarships are made possible through a grant from the National Historical Publications and Records Commission (NHPRC).

**Scholarship recipients will be notified within 15 business days of receipt of the application.**

Please send your complete application to:

Montana State Historical Records Advisory Board  
Montana Historical Society  
P.O. Box 201201  
Helena, MT 59620-1201

Telephone: (406) 444-7482  
Fax: (406) 444-7482  
Email: jofoley@mt.gov

PLEASE FILL OUT **EITHER** THE APPLICATION FOR TRAINING/WORKSHOP ATTENDANCE  
OR THAT FOR ON-SITE ASSISTANCE, NOT BOTH

### APPLICATION FOR TRAINING/WORKSHOP ATTENDANCE:

Applicant Name: \_\_\_\_\_ Institution: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Are you a paid employee of a library/museum/archives?                      Yes                      No

If yes, what is your title and how many hours per week do you work? \_\_\_\_\_

Are you a volunteer at a library/museum/archives?                      Yes                      No

If yes, how many hours per week do you volunteer? \_\_\_\_\_

What is your institution's annual budget? \_\_\_\_\_

Does your institution pay for professional training?                      Yes                      No

Name of workshop/conference/training you wish to attend: \_\_\_\_\_

Amount requested: Registration fee(s): \_\_\_\_\_ Travel/per-diem: \_\_\_\_\_ Total amount: \_\_\_\_\_

What are your reasons for attending this training, workshop, conference, etc.? How do they fit your professional goals?

How do they fit your institutions goals? \_\_\_\_\_

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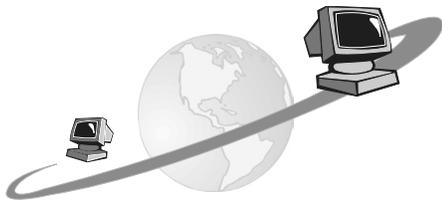
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## Information *vs.* OBJECTS

The internet is a wonderful communication development that has allowed archives and manuscript repositories to bring their holdings to the attention of the research world. This advertising has both good and bad results. Web posted finding aids have made it possible for the serious scholar to review the collections at dozens of locations simultaneously, but it has also allowed some who idly surf the internet and find their family name represented in a collection to instantaneously fire off an email requesting photocopies of entire accessions that stretch to several linear feet. Another consequence of random “Google” hits that point casual browsers to your inventories is the dashed expectations of those browsers when they ask “Why can’t I see that 1879 diary of Quincy Wagstaff that you have listed?” After all, every other site they visit has pictures, links, popup ads, and all sorts of bells and whistles, and the casual browsers do not understand why you *tell* them you have something but do not *show* it to them.

The unrealistic expectation of casual internet browsers has resulted in a great deal of time and treasure expended by our institutions in a vain attempt to allow “virtual research.” I do not wish to harp on the folly of attempting to meet expectations of in-depth research performed by pushing buttons, but rather point out the hazards for those of us who work with three-dimensional information-bearing objects. In archives and manuscript repositories all over world new employees with computer skills are being charged with creating digital surrogates, and the nature of their work involves item level, rather than collection level, description. This description, called metadata, allows accurate

control of the surrogates and makes it possible to create tools to search, sort, compile, and present information far beyond the capabilities of our finding aids. The problem for most of us who work with paper, books, and photographs is our continuing responsibility to care for and retrieve those items in the real world, rather than the virtual world. There is a possibility for those who create the virtual research world to overlook that responsibility, and management of the digital object sometimes conflicts with management of the real object.

Library catalogs were automated long before Al Gore invented the internet, and for a time the twin goals of information access and inventory control were met by a simple computer screen that used Library of Congress subject headings linked to the shelf address of a book, videotape, or vinyl album. However, since the convenience of the web has been absorbed by our clientele, they are loathe to use our catalogs and turn to the web when searching a subject. We have met that demand for convenience by inventing all sorts of database silos that point to digital resources and that do not necessarily provide the inventory control mechanism that we need to retrieve the physical object. If we could impress the importance of such a mechanism to our technical colleagues, we could go a long way towards restoring the beautiful simplicity of a search that allows the researcher to find the topical information, and the archivist to find the actual object that bears that information.

By Kim Allen Scott, Special Collections Librarian, Merrill G. Burlingame Special Collections, Montana State University

# Conferences and Training Opportunities

## 1. SAA Continuing Education Calendar for 2009 & 2010

For a listing of SAA's workshops visit their website at [archivists.org](http://archivists.org). New offerings for 2009-2020 include:

- Introduction to Web 2.0 in Archives...or What You Need to Know in a Nutshell. Not sure about what all these Web 2.0 tools—like Twitter, Facebook, Flickr, and YouTube—are all about? This session will give you familiarity with Web 2.0 tools used by archivists, and you'll see how these tools are implemented by archives and similar organizations for outreach!
- Records Management for Archivists. In this workshop, you'll get an overview of records management principles and practices and tools to use for establishing or continuing a records management program.

## 2. The National Tribal Archives, Libraries, and Museums Conference

The conference will take place October 19-22, 2009 at the Red Lion on the River in Portland, Oregon. The theme of this year's conference is Streams of Memories, Language and Lifeways. The conference is funded by the Institute of Museum and Library Services, sponsored by the Western Council of State Libraries, and hosted by the Oregon State Library and Tamástslíkt Cultural Institute. For more information see: <http://www.tribalconference.org/> Contact Information: MaryKay Dahlgreen, 503.378.5012, [marykay.dahlgreen@state.or.us](mailto:marykay.dahlgreen@state.or.us)

## 3. NEDCC's Fall 2009 Preservation Workshops

The fall offerings include:

- Digitization Basics
- Digitizing Vintage Photographs and Negatives
- Audio Preservation and Reformatting

All trainings will be held at **NEDCC headquarters in Andover, Massachusetts.**

**For complete workshop information:**

**<http://www.nedcc.org/education/fall2009/fall09info.ph>**

4. The Montana State Historical Records Advisory Board (SHRAB) is pleased to announce the continued availability of scholarships of up to \$1,000 to paid and volunteer staff of Montana's cultural heritage institutions to attend training, educational workshops, or courses on topics related to the management and/or preservation of historical records. Each scholarship may cover registration fees, travel costs, lodging and per diem (for food). Funding may also be used to bring recognized experts into an institution for consultation related to the management, accessibility, or preservation of the historical records in its care. The scholarships are made possible through a grant from the National Historical Publications and Records Commission (NHPRC).

See [http://www.his.state.mt.us/research/library/Scholarship\\_application\\_607.doc](http://www.his.state.mt.us/research/library/Scholarship_application_607.doc) for application or insert in this newsletter.

## New Resources

### NAGARA Launches Online Document Library



The National Association of Government Archives and Records Administrators (NAGARA) has launched an online document library which allows users to share archives and records management publications. Subject categories include: accessibility, advocacy, electronic records, disaster preparedness, electronic records, facilities, files management, grants, historical records, inactive records, local government records, microfilm, preservation, legal issues, retention, scanning & digitization, security, storage, training, and miscellaneous. Located at **www.NAGARARESOURCES.org**, the library currently houses nearly 300 documents and expands in content almost daily. As content grows, site administrators will add new subject categories and/or subdivide existing categories. No registration is required to download documents, however users who wish to upload documents must be registered. That can be accomplished by selecting “Add Documents” in the toolbar and clicking on “Registration.” Follow the steps outlined. Only documents in the public domain may be uploaded on this site, or copyrighted documents posted by the owner of the copyright.

The site was built in partial response to a 2008 recommendation of the Council of State Archivists’ “Closest to Home” Task Force on Archival Programs for Local Governments to “develop a coordinated plan for a portal to provide access to web-based resources on local government archives,” but as content expanded, the site has proven to be of interest to archivists from other fields as well.

300 copies of this public document were published at an estimated cost of \$2.10 per copy, for a total cost of \$630.00, which includes \$630.00 for printing and \$0.00 for distribution.”

### Two New Books Available from SAA on “Archives Power” and Archival Facilities

- *Archives Power: Memory, Accountability, and Social Justice* by Randall C. Jimerson. Grounded in historical and social theory, this analysis of the power of archives and the role of archivists in society calls for renewed emphasis on remembrance, evidence, and documentation as a means of securing open government, accountability, diversity, and social justice, within an archival ethics of professional and societal responsibility. [SAA, August 2009 / 464 pp., Soft cover / Product Code BOOKSAA-0535 / SAA Member price \$40 (List \$56)]
- *Archival and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects and Engineers* edited by Michele F. Pacifico and Thomas P. Wilsted. An SAA-approved standard, this publication provides guidance on site evaluation, construction, environmental systems, fire protection, security, lighting, materials and finishes, equipment, and the functional spaces for an archival facility that meets the needs of staff and researchers and ensures the preservation of the collections. [SAA, August 2009 / 204 pp., Soft cover / Product Code BOOKSAA-0538 / SAA Member price \$25 (List \$35)]

### SHRAB Publication now available online

Montana SHRAB’s manual, *Preferred Practices for Historical Repositories* is now available as a pdf online at [http://mhs.mt.gov/research/library/Best\\_Practices.pdf](http://mhs.mt.gov/research/library/Best_Practices.pdf). This publication is a checklist and self-assessment manual and provides information on a wide variety of management and preservation topics related to archives and museums.

Bannack, Montana  
Photo by Bill McGrath



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The MONTANA Archivist

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Big Sky. Big Land. Big History.

**Montana**  
**Historical Society**

PO Box 201201  
Helena, MT 59620-1201

MONTANA

1775

1800

MONTANA

1826